

Buchanan Co.

AFSCME Council 61 (Mixed)

7/1/2004 6/30/2007

**A G R E E M E N T**

**between**

**BUCHANAN COUNTY  
(Courthouse Unit)**

**and**

**AMERICAN FEDERATION OF STATE, COUNTY &  
MUNICIPAL EMPLOYEES/IOWA COUNCIL 61, LOCAL  
1722**

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**July 1, 2004 to June 30, 2007**

## INDEX

	Agreement	Page 1
Article 1	Recognition	Page 1
Article 2	Non-Discrimination in Employment	Page 1
Article 3	Employer Rights	Page 2
Article 4	Safety and Health	Page 2
Article 5	No Strike - No Lockout	Page 2
Article 6	Seniority	Page 3
Article 7	Promotion	Page 4
Article 8	Job Postings	Page 4
Article 9	Transfers	Page 4
Article 10	Layoffs	Page 4
Article 11	Checkoff	Page 5
Article 12	Discipline and Discharge	Page 5
Article 13	Grievance Procedures and Arbitration	Page 5
Article 14	Work Rules	Page 7
Article 15	Pay Period	Page 7
Article 16	Jury Duty	Page 7
Article 17	Military Leave	Page 7
Article 18	Leaves Without Pay	Page 8
Article 19	Family and Medical Leave Act	Page 8
Article 20	Injury Leave	Page 8
Article 21	Sick Leave	Page 9
Article 22	Bereavement Leave	Page 10
Article 23	Voting Time	Page 10
Article 24	Vacations	Page 10
Article 25	Insurance	Page 11
Article 26	Holidays	Page 11
Article 27	Hours - Courthouse	Page 12
Article 28	Wages	Page 13
Article 29	Complete Agreement	Page 13
Article 30	Separability and Savings	Page 13
Article 31	Duration	Page 14
	Signatures	Page 14
Schedule A	Job Classifications and Wage Rates	Page 15
	Letter of Understanding	Page 17

## **A G R E E M E N T**

THIS AGREEMENT entered into this 1st day of July, 2004, by and between BUCHANAN COUNTY, hereinafter referred to as the "Employer", and the AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL EMPLOYEES/IOWA COUNCIL 61, LOCAL 1722, hereinafter called the "Union", represents the complete and final agreement on all bargainable issues between the Employer and the Union. Throughout this Agreement, wherever the word "Act" appears, this refers to the Iowa Public Employment Relations Act.

### **ARTICLE 1 RECOGNITION**

The Employer hereby recognizes the Union as the exclusive bargaining representative for wages, hours, and other terms and conditions of employment permitted by the Act for all regular full-time and regular part-time employees of the following Buchanan County Departments: Auditor, Treasurer, Recorder, General Relief, Courthouse Maintenance and Secretary and Draftsmen in the Secondary Road Department, as set forth in the Iowa Public Employment Relations Board Order of Certification Case No. 4096, dated June 29, 1990, which excludes all elected officials, First Deputies, employees of the Assessors and Attorneys offices and of Conservation and Sheriff's Departments, Veterans Affairs and Zoning Administrators, Weed Commissioner, Civil Defense and Relief Director; County Engineer, Assistant County Engineer, supervisory, confidential, and all other employees excluded by Section 4 of the Public Employment Relations Act.

The Employer will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any individual, group, or organization for the purpose of undermining the Union, or which is in conflict with this Agreement.

### **ARTICLE 2 NON-DISCRIMINATION IN EMPLOYMENT**

There shall be no discrimination in employment by the Employer or the Union toward any employee because of their membership in, or non-membership in, the Union. The parties will not discriminate against an employee because of an employee's support or non-support or participation or non-participation in Union affairs and/or activities.

All references to employees in this Agreement designate both sexes, and wherever the male gender is used, it shall be construed to include male and female employees.

The parties agree that exceptions to this contract may be required in order to comply with the Americans with Disabilities Act.

### **ARTICLE 3 EMPLOYER RIGHTS**

The Employer shall have, in addition to all powers, duties, and rights established by constitutional provision, statute, ordinance, charter or special act, the exclusive power, duty and rights, including but not limited to: plan, direct, and control the work of its employees; hire, promote, demote, transfer, assign and retain employees in positions within the public agency; discipline, suspend, or discharge employees at its discretion; to develop and enforce rules for employee discipline; maintain the efficiency of governmental operations; to schedule working hours and require overtime work; determine employee qualifications; schedule vacations; relieve employees from duties because of lack of work or for other legitimate reasons; to determine what work or services shall be purchased or performed by the unit employees; to change or eliminate existing methods, equipment or facilities; determine and implement methods, means, assignments and personnel by which the public employer's operations are to be conducted; take such actions as may be necessary to carry out the mission of the public employer; initiate, prepare, certify and administer its budget; exercise all other powers and duties granted to the public employer by law.

### **ARTICLE 4 SAFETY AND HEALTH**

The Employer shall continue to make all reasonable provisions for the safety and health of its employees.

Authorized protective equipment and other devices necessary to properly protect employees from injury and sickness shall be designated and provided by the Employer and the use of such equipment and devices shall be mandatory.

The Employer and the employees and the American Federation of State, County and Municipal Employees Union recognize their responsibility to conduct themselves in a manner that promotes safety, employee cooperation, good morale, and good public image.

It is recognized that employees are expected to exercise reasonable judgment in the care and use of all equipment in the performance of their jobs.

When any employee needs help or direction in the repair, adjustment, or servicing of equipment, he/she shall receive it.

Any employee who is required to work with tools or equipment shall have such tools or equipment in sufficient quantity furnished by the Employer.

### **ARTICLE 5 NO STRIKE - NO LOCKOUT**

The parties agree to faithfully abide by the applicable provisions of the Act. Neither the Union, its officers or agents, nor any of the employees covered by this Agreement, will

engage in, encourage, sanction, support, or suggest any strikes, slowdowns, unlawful picketing, sit-ins, mass resignations, mass absenteeism, work stoppage, or any such related activities.

The Employer pledges that it will not engage in a lockout during the term of this Agreement as a result of a labor dispute with the Union.

## **ARTICLE 6**

### **SENIORITY**

Seniority means an employee's length of continuous full-time service with the Employer since their last date of hire. Seniority shall be administered on a job classification basis within the department. Part-time employees do not accrue seniority.

A new employee shall serve a probationary period of three (3) months. Said probationary period may be extended for an additional three (3) months upon mutual agreement between the Employer and employee. Upon satisfactory completion of the probationary period, the employee will be placed on the seniority list and his/her seniority will be determined from their date of employment. Probationary employees may be terminated, demoted, laid off for any reasons during their probationary period.

An employee shall lose his/her seniority and the employment relationship shall be broken and terminated as follows:

1. An employee quits.
2. An accepted employee resignation.
3. An employee absent from work for two (2) days without notification to the Employer, except in extenuating circumstances.
4. Employee is terminated for cause.
5. Falsification on employment application.
6. Giving false reason for obtaining leave of absence.
7. Employee is laid off or fails to report to work within ten (10) calendar days after having been recalled.
8. Failure to report for work at the end of leave of absence.
9. An employee is absent from work for any reason for over twelve (12) months or for a period of time equal to his/her seniority, whichever is shorter.

An employee on unpaid leave for over thirty (30) consecutive days does not accumulate seniority.

The seniority list shall be revised to reflect the employees' status each year, and a copy given to the Union.

## **ARTICLE 7 PROMOTION**

When an employee is promoted from one job classification to another job classification having a higher wage rate, the employee will be placed on probation for sixty (60) days. A regular full-time employee who vacated his/her position to accept a promotion and is rejected or chooses to revert during the probationary period shall be reinstated to his/her former position with no loss of seniority or benefits.

## **ARTICLE 8 JOB POSTINGS**

It is the policy of the County to fill job vacancies and higher rated jobs with the most qualified employee possible. All vacancies for regular full-time and regular part-time positions will be posted on employee bulletin boards. Current employees will be given consideration for all vacancies. In the selection of an applicant to fill the vacancy, the Employer will consider the following:

1. Qualifications
2. Attitude, skill, ability and past performance
3. Efficiency
4. Disciplinary record
5. Length of service

The Employer reserves the right to hire from outside.

## **ARTICLE 9 TRANSFERS**

A transfer is a movement of an employee into another job within the County. An employee transferred will continue to receive the same benefits and his/her anniversary date will not change. Inter-departmental transfers will normally require a two (2) week notice prior to the official transfer of an employee, unless otherwise agreed to by the appropriate department heads.

## **ARTICLE 10 LAYOFFS**

If and when it becomes necessary to reduce the number of employees, consideration will be given to the needs of the Employer, employees' qualifications, past performance, ability to perform the work required, and the ability to get along with other employees and the public which they serve.

Except for emergencies, such as equipment breakdown or weather, a regular employee who is to be laid off for more than one (1) week will be given a five (5) workday notice prior to the layoff, or as much time as is administratively possible.

No notice will be needed for layoffs of a shorter period caused by lack of work, equipment breakdown, weather, etc.

Recall shall be in reverse order of reduction if the employee is qualified to perform the work available. An employee shall have recall rights for twelve (12) months.

While on layoff, an employee is not eligible for holidays or any other benefits. Vacations, sick leave and seniority do not accrue during a layoff.

#### **ARTICLE 11 CHECKOFF**

The Employer agrees to deduct the Union membership initiation fee, assessments, and, once each month, dues from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the Employer by the Treasurer of the Union, and the aggregate deductions of all employees shall be remitted together with an itemized statement to the Treasurer of the Union by the 7th of the (current/succeeding) month, after such deductions are made. The authorization may be withdrawn any time during the term of this Agreement by giving thirty (30) days written notice to the County.

#### **ARTICLE 12 DISCIPLINE AND DISCHARGE**

An employee will not be disciplined or discharged without just cause. A discharge must be by written notice to the employee with a copy to the Union.

#### **ARTICLE 13 GRIEVANCE PROCEDURES AND ARBITRATION**

The parties agree that an orderly and expeditious resolution of grievance is desirable. All matters of dispute that may arise between the Employer and an employee or employees regarding a violation of an expressed provision of this Agreement shall be adjusted with the following procedure:

##### **Grievance Steps**

**Step 1.** An employee shall discuss a complaint or problem orally, or file a written grievance with his/her immediate supervisor within five (5) workdays following its occurrence in an effort to resolve the problem in an informal manner.



**Step 2.** If the oral discussion of the complaint or problem fails to resolve the matter, the aggrieved employee and/or the Union shall present a grievance in writing to the Department Head or his/her designated representative within five (5) workdays following the oral discussion. The grievance shall state the nature of the grievance, the specific clause or clauses violated, and shall state all facts and witnesses as they know them to be. Failure to present any facts and/or witnesses to the Employer at this time will ban the Union from using these new facts and/or witnesses in subsequent proceedings. Within ten (10) workdays after this Step 2 meeting, the Department Head or his/her designated representative will answer the grievance in writing.

**Step 3.** Any grievance not settled in Step 2 of the grievance procedure may be referred to arbitration, provided the referral to arbitration is in writing to the other party and is made within ten (10) workdays after the date of the Department Head's or his/her designated representative's answer given in Step 2.

An aggrieved employee may elect not to have a Union representative present at the grievance meeting(s).

It is recognized and accepted by the Union and the Employer that the processing of grievances as herein provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during non-working hours. The aggrieved employee and a Union representative may be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during the normal working hours, provided that the employee and the Union representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

All grievances must be taken up promptly and awards or settlements thereof shall in no case be made retroactive beyond the date on which the occurrence giving rise to the grievance was first presented in written form as provided in Step 2 of the grievance procedure. If a grievance is not presented within the time limits specified in this Article, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limits, it shall be considered settled on the basis of the Employer's last answer. If a grievance at Step 2 is not timely answered by the Employer, it shall automatically be referred to Step 3.

After either party hereto has notified the other of its referral of a case to arbitration, the parties will meet within ten (10) workdays after receipt by either party hereto of notice of referral of a case to arbitration to select an arbitrator or to request in writing the Federal Mediation and Conciliation Service or Public Employment Relations Board to furnish a suggested list of names of seven (7) arbitrators, from which list the parties shall select one (1) arbitrator. The parties shall mutually agree on which list to request. Such selection shall be by agreement, if possible; otherwise, by the parties alternately eliminating names from the list. The Union is to strike the first name.

After each party has eliminated the names of three (3) arbitrators from the list, the arbitrator whose name remains on the list shall be accepted by both parties as the arbitrator to hear and decide the pending case.

The fees and expenses of the arbitrator shall be split by the parties. Each party shall pay its own cost of preparation and presentation for arbitration. The arbitrator shall have no power to change, alter, ignore, nullify, detract from or add to the provisions of this Agreement. The arbitrator's decision shall be binding on both parties.

All grievance and arbitration meetings under this Article are to be held in private and are not open to the public.

The time limits at any step in the grievance and arbitration procedure may be extended on a specific case basis, upon mutual agreement of Union and Employer.

#### **ARTICLE 14 WORK RULES**

The Employer may develop and put into effect work rules. The Employer will provide the Union with the work rules five (5) days prior to their effective date.

#### **ARTICLE 15 PAY PERIOD**

Payday shall be every two (2) weeks on Friday. In the event this day is a holiday, the preceding day shall be payday.

Insurance premiums shall be deducted from the first payday of each month. Union dues, for Union members, shall be deducted from the second payday of each month.

#### **ARTICLE 16 JURY DUTY**

An employee required to serve as a juror shall receive his/her regular wages. In order to receive payment for such duty, the employee must submit certification of service and assign all fees to the Employer, excluding travel and meal expenses. When released from duty during working hours, the employee will report to work within two (2) hours.

#### **ARTICLE 17 MILITARY LEAVE**

Employees shall be granted military leave in accordance with Section 29A.28 of the Code of Iowa.

**ARTICLE 18**  
**LEAVES WITHOUT PAY**

An eligible employee, on written request and approval by the Board of Supervisors, may, at the discretion of the Department Head, be granted a leave of absence without pay for any justifiable reason, subject to the following conditions. Requests shall be made with sufficient prior notice so that the Department Head can evaluate the circumstances and consequences. Leave without pay shall not initially be granted for more than three (3) months, but may, at the discretion of the Department Head, be extended an additional three (3) months to a maximum of six (6) months.

Accrued sick leave, vacation leave and compensatory time must be exhausted if the reason for the leave of absence is due to a medically related illness or disability.

Failure by the employee to report back to work on the date specified in the written request shall be considered a voluntary resignation.

While on unpaid leave, an employee's seniority is frozen after thirty (30) consecutive days; no benefits will be provided, and the employee will not accrue vacation leave or sick leave.

While on unpaid leave for over thirty (30) days, an employee may continue their health insurance at their own expense, if allowed by the carrier. Premiums must be paid directly to the County Auditor's office. Arrangements for time of payment must be made with the Auditor prior to the employee taking the leave.

**ARTICLE 19**  
**FAMILY AND MEDICAL LEAVE ACT**

The parties agree to comply with the provisions of the Family and Medical Leave Act.

**ARTICLE 20**  
**INJURY LEAVE**

All Buchanan County employees are covered by Workers Compensation insurance. An employee receiving Workers Compensation benefits for a job-related injury or illness may receive sick pay on a pro rata basis in a limited amount sufficient to offset any difference between Workers Compensation benefits and the employee's regular rate of pay, but only to the extent that sick leave accruals are then available. The employee may elect to receive Workers Compensation benefits without supplemental sick leave use. An employee on approved injury leave for over thirty (30) days shall not accrue or earn sick leave or vacation leave during the period covered by such leave. The County shall provide insurance benefits for up to six (6) months.

In order to receive their supplemental benefits, a written statement from a practicing physician, dentist, or osteopath licensed under the laws of the state of Iowa describing in detail the nature and extent of the injury will be required by the employee's supervisor. Any and all accidents must be reported to the supervisor, who shall complete a report to be filed with the bookkeeping department in the Auditor's office. Any accident requiring professional medical attention shall be reported as soon as practical, but no later than twenty-four (24) hours to insure proper Workers Compensation coverage.

## **ARTICLE 21**

### **SICK LEAVE**

**Sick Leave.** Sick leave will be granted to all eligible regular full-time employees who have completed their probationary period and all regular part-time employees regularly scheduled to work 1,000 hours per year or more who have successfully completed his/her probationary period, on the following basis:

- a. Sick leave can be used only for bona fide sickness, medical treatment (including pregnancy), or accidental injury of the employee.
- b. Sick leave with pay shall accrue at the rate of one and one-half (1.5) days per month of continuous employment and can accumulate at this rate, up to a maximum of one hundred twenty (120) days.
- c. Employees shall forfeit all accumulated sick leave upon separation from employment for any reason, including voluntary resignation.
- d. Any employee who requests sick leave shall contact the Department Head or designee at least thirty (30) minutes prior to the beginning of the employee's scheduled shift.
- e. A medical verification of illness or injury may be required by the Employer for the substantiation of the need for sick leave.
- f. Sick leave shall be charged on the employee's workday basis.
- g. Sick leave shall not be granted in excess of amount accrued.
- h. Sick leave shall not accrue during any absence without pay, layoff, or while on a Workers Compensation injury for over thirty (30) days.
- i. Part-time employees will accrue one (1) day sick leave per month. Eligibility for sick leave for part-time employees begins after successful completion of their six (6) month probationary period. A maximum of sixty (60) days may be accumulated per employee. A day for a part-time employee will be figured on a pro rata basis of the employee's regularly scheduled hours compared to a regular full-time employee's hours.

- j. Sick leave hours must be turned in to the Auditor's office by the 15th of each month.
- k. With department head approval, an employee may use up to two (2) days of sick leave per year for the necessary medical care of the employee's spouse, child or parent.
- l. Employees will be paid, upon normal retirement, any unused sick leave based on the following formula: effective 7-1-99, one (1) hour of pay will accrue for every month in which the employee actually worked the entire month and did not use paid sick leave. Payment shall be based on the employee's current hourly rate of pay at the time of retirement. The maximum payout of sick leave shall be \$1800.00.

## **ARTICLE 22 BEREAVEMENT LEAVE**

In the event of death of a regular full-time employee's spouse, child, stepchild, parent, brother or sister, said employee shall be granted up to five (5) days leave of absence with pay for attendance at the funeral and other related functions. In the event of death of the employees ,mother-in-law, father-in-law or grandchild, an employee may be allowed time off with pay, not to exceed three (3) days. In the event of death of the employees brother-in-law, sister-in-law, daughter-in-law, son-in-law or grandparent, an employee may be allowed time off with pay, not to exceed one (1) day.

Employees may also be granted one (1) day with pay to attend funerals of friends and relatives other than immediate family.

## **ARTICLE 23 VOTING TIME**

Employees unable to vote because of their work schedule shall be granted paid time off necessary to vote, up to a maximum of two (2) hours.

## **ARTICLE 24 VACATIONS**

**Eligibility and Allowances.** Regular full-time employees and regular part-time employees scheduled to work 1,000 hours or more, on a pro rata basis, shall be eligible for a vacation allowance according to the following service requirements:

- After one (1) year of continuous full-time service, two (2) weeks
- After ten (10) years of continuous full-time service, three (3) weeks
- After eighteen (18) years of continuous full-time service, four (4) weeks

Vacations must be taken during the anniversary year. Any vacation not taken during the employee's anniversary year will be lost unless rescheduled by the Department Head.

**Vacation Pay.** The rate of vacation pay shall be the employee's regular straight time rate of pay for the day or week for which he/she would have been regularly scheduled to work.

**Choice of Vacation Period.** Vacation requests should normally be made at least thirty (30) calendar days in advance. Vacations must be approved by the Department Head. Vacation time will be scheduled in increments of five (5) scheduled workdays. Vacation may be taken in less than five (5) day increments with advance approval of the Department Head. The Department Head may require rescheduling of vacation when it is necessary for the efficient operation of the department.

**Holiday During Vacation Period.** If a holiday occurs during the employee's scheduled vacation period, an employee shall be granted an additional vacation day.

Upon resignation or termination from County services, an employee shall be paid on a pro rata basis for all unused vacation left at the time of termination.

During the first anniversary year of employment, an employee is not eligible to earn pro rata vacation time and pay. During subsequent anniversary employment years, a regular full-time employee can earn pro rata vacation time and pay based upon straight time hours worked. For purposes of this section, hours of work shall include paid vacation and holiday time.

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The status of each employee's vacation must be turned in to the Auditor by the 15th of each month.

## **ARTICLE 25 INSURANCE**

The Employer agrees to pay all but Ten Dollars (\$10.00) of the single premium and all but Forty Dollars (\$40.00) of the family premium for each eligible regular full-time employee for Health and Major Medical group program of the Employer's choice.

The Employer agrees to pay the premium for each eligible regular full-time employee toward a life insurance policy in the amount of \$12,500.

## **ARTICLE 26 HOLIDAYS**

Regular full-time employees who have completed their probationary period are eligible for the following paid holidays: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Day, one-half (1/2) day on Good Friday, and one-half (1/2) day on Christmas Eve.

Regular part-time employees who are regularly scheduled to work 1,000 hours or more per year and who have completed his/her probationary period shall be allowed the following paid holidays on a pro rata basis: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

The regular full-time employees shall be paid for each of the holidays set forth in this Article occurring during the period in which they are actively at work. A full-time employee required to work on any recognized paid holiday shall be paid time and one-half (1 1/2) the employee's straight time rate for all hours worked, plus the paid holiday at said straight time rate. Holiday pay will be at the normal pay for the day or week for which he/she would have been scheduled to work.

To be eligible for holiday pay, an employee must have worked the last full scheduled workday immediately before and the first full scheduled workday immediately after each holiday, unless given prior approval of his/her Department Head.

An employee on layoff or an unpaid leave of absence is not eligible for holiday pay.

## **ARTICLE 27**

### **HOURS - COURTHOUSE**

The purpose of this Article is intended to define the normal hours of work, and shall not be construed as a guarantee of hours of work per day or days of work per week. Determination of daily and weekly hours of work shall be made by the Employer.

**Workweek.** The normal workweek for regular full-time employees shall consist of five (5) seven and one-half (7 1/2) hour days. The times and arrangements for lunch and rest periods may vary, depending on the nature of the work being performed and will be granted at the sole discretion of the immediate supervisor.

The daily and weekly work schedules may be changed by the Department Head from time to time to meet the department's requirements. Employees and the Union shall be given fourteen (14) calendar days notice, in writing, of any changes in the work schedules, except in cases of emergency. Fluctuating or flexible work schedules may be allowed where there is mutual agreement between the employee and his/her Department Head.

**Overtime.** Employees shall be paid either in cash or compensatory time at the rate of time and one-half (1 1/2) the employee's straight time hourly rate for hours worked in excess of forty (40) hours in any workweek, or eight (8) hours in any workday. The choice between cash or comp time will be at the discretion of the Board. All compensatory time not used by the final pay period in the fiscal year will be paid for in cash. The Employer reserves the right to require an employee to take compensatory time off. Paid leaves, vacation time, and holidays shall not be counted as working time for the purpose of determining overtime. Except for emergencies, any work in excess of the normal work period must be approved in advance by the employee's immediate supervisor.

**ARTICLE 28**  
**WAGES**

Reference is made to Schedule A, Job Classifications and Wage Rates, which by this reference becomes a part of this Agreement.

Employees are eligible for longevity pay according to the following schedule:

<u>Years of Continuous Service</u>	<u>Cents per Hour</u>
After 5 years	5 cents
After 10 years	10 cents
After 15 years	15 cents
After 20 years	20 cents
After 25 years	25 cents

**ARTICLE 29**  
**COMPLETE AGREEMENT**

Both parties acknowledge that, during the negotiations which resulted in this Agreement, each party had the right and opportunity to make or change proposals and Articles with respect to subjects or matters not removed by law from the area of collective bargaining. The understandings and agreements arrived at by both parties after the exercise of such right and opportunity are set forth in this Agreement.

The Employer and the Union agree that, for the duration of this Agreement, the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or any matter or subject not covered by this Agreement, even though such subject matter may or may not have been acknowledged or contemplated by either or both parties at the time this Agreement was negotiated.

**ARTICLE 30**  
**SEPARABILITY AND SAVINGS**

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes or ordinances, those provisions shall be deleted. All other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.



ARTICLE 31  
DURATION

THIS AGREEMENT shall be in full force and effect from July 1, 2004 to and including June 30, 2007.

Signed this 2<sup>nd</sup> day of June, 2004.

BUCHANAN COUNTY  
COUNTY

By Ralph Krumer

By Allen Daffney

By Geo Donnelly

AMERICAN FEDERATION OF STATE,  
& MUNICIPAL EMPLOYEES/  
IOWA COUNCIL 61

By Kristi E Cove

By Bruce Bortolotto

By \_\_\_\_\_

By \_\_\_\_\_

Acknowledged by:

Rexee Von Borken  
Representative for the County

# SCHEDULE A

## JOB CLASSIFICATIONS AND WAGE RATES

	effective July 1, 2004					
	<u>Start</u>	<u>S1</u>	<u>S2</u>	<u>S3</u>	<u>S4</u>	<u>S5</u>
Clerks/ Secretaries*	\$9.16	\$9.43	\$9.68	\$9.95	\$10.22	\$10.48
2nd Deputy/ Asst to CSD	\$10.10	\$10.36	\$10.63	\$10.90	\$11.16	\$11.42
Custodians	\$8.18	\$8.45	\$8.72	\$8.98	\$9.24	\$9.56
Secretary, Sec. Road	\$11.21	\$11.48	\$11.74	\$12.00	\$12.27	\$12.54

	effective July 1, 2005					
	<u>Start</u>	<u>S1</u>	<u>S2</u>	<u>S3</u>	<u>S4</u>	<u>S5</u>
Clerks/ Secretaries*	\$9.51	\$9.78	\$10.03	\$10.30	\$10.57	\$10.83
2nd Deputy/ Asst to CSD	\$10.45	\$10.71	\$10.98	\$11.25	\$11.51	\$11.77
Custodians	\$8.53	\$8.80	\$9.07	\$9.33	\$9.59	\$9.91
Secretary, Sec. Road	\$11.56	\$11.83	\$12.09	\$12.35	\$12.62	\$12.89

	effective July 1, 2006					
	<u>Start</u>	<u>S1</u>	<u>S2</u>	<u>S3</u>	<u>S4</u>	<u>S5</u>
Clerks/ Secretaries*	\$9.91	\$10.18	\$10.43	\$10.70	\$10.97	\$11.23
2nd Deputy/ Asst to CSD	\$10.85	\$11.11	\$11.38	\$11.65	\$11.91	\$12.17
Custodians	\$8.93	\$9.20	\$9.47	\$9.73	\$9.99	\$10.31
Secretary, Sec. Road	\$11.96	\$12.23	\$12.49	\$12.75	\$13.02	\$13.29

*Barb Kelley	7-1-04	\$10.82
	7-1-05	\$11.17
	7-1-05	\$11.57

Placement of new hires on the salary schedule is at the discretion of the County.

An employee promoted to a higher rated classification will, at a minimum, be placed on the step that gives the employee an increase over his/her current wage rate.

LETTER OF UNDERSTANDING  
between  
BUCHANAN COUNTY  
(Courthouse Unit)  
and  
AMERICAN FEDERATION OF STATE, COUNTY &  
MUNICIPAL EMPLOYEES/IOWA COUNCIL 61, LOCAL 1722

It is hereby agreed to and understood that the parties agree that during the life of this Agreement, the insurance coverage referred to in Article 22 shall remain the same to the current plan. There will be no changes made in insurance coverage unless bargained for between the Union and the County.

Employees will be responsible for the following deductible, out-of-pocket maximum, office visit co-pays and prescription drug co-pays.

	Effective 1-1-05	Effective 1-1-06	Effective 1-1-07
Deductible			
Single	\$250	\$500	\$500
Family	\$500	\$750	\$750
OPM			
Single	\$500	\$500	\$500
Family	\$750	\$750	\$750
*Office Visit	\$10	\$10	\$10
*RX			
Generic	\$5	\$5	\$5
Name Brand (formulary)	\$15	\$15	\$15
Name Brand (non-formulary)	\$30	\$30	\$40

\*Employee co-pays for office visits and prescription drugs will be applied toward the deductible and out-of-pocket maximum. The employee is still responsible for the office visit and prescription co-pays even if the employee has met the deductible and out-of-pocket maximum.

Dated this 2nd day of June, 2004.

FOR THE UNION:

Kurt E. Cone  
Betty Buttspecher

FOR THE EMPLOYER:

Ralph Kremer, Chairman  
Board of Supervisors